CITIBANK® MASTERCARD® GOVERNMENT FLEET CARD
VEHICLE SETUP FORM FOR PLASTICS

NOTE: This form should be completed by the A/OPC for each vehicle plastic required.

SECTION I	INSTRUCTIONS

1. To add a new account for a vehicle, A/OPC must complete Sections II through V, and sign in Section VI.
2. Maintain a copy in the Vehicle and Agency/Organization Program Coordinator's files. Fax completed form to 605-357-2092 or mail to: Citibank® Government Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.

SECTION II	REPORTING PARAMETERS

*Reporting Hierarchy: (1) _____ _____ _____ _____ _____ _____ _____

*Processing Unit #: (2) _____ (maximum 5 characters)

SECTION III	(3) *__PLASTIC TYPE__ (Please Check One)

Government Standard _____   Quasi-Generic _____   Generic _____

SECTION IV	VEHICLE INFORMATION

(4) _____
*Agency/Organization Name to Appear on the Card (maximum 24 characters)

(5) _____ (6) _____ *Emboss "Fuel Only" Code: (7) Y _____ N _____
*4th Line Embossing   Vehicle # to appear on the Card (6 characters MANDATORY)

(8) _____ (_____) _____
*Business Mailing Street Address Line 1 (include Billing Recipient Name – maximum 36 characters)   *Business Phone of Billing Recipient

_____ (9) _____
Business Mailing Street Address Line 2 (maximum 36 characters)   4-Digit Card Activation Number

(10) _____
*City   *Stat   *Zip Code   Country   *Verification Information for Billing Recipient

(11) _____
Master Accounting Code (maximum 75 characters)

SECTION V	AUTHORIZATION PARAMETERS

*Dollar Limit per Cycle $: (12) _____   Transaction $: (13) _____   Vehicle Indicator = **V**   Authorize = **0**   *Product Type = 3

Transaction Limit per Day: (14) _____   MCC Restriction Template: (16) _____

*Assigned Driver # or Vehicle Table Name: (15) _____   (17) *Product Restriction Code: 1   or   2   (circle one)

Product Type: 3 = Prompt for driver # and odometer   (17) Product Restriction Code: 1 = Good for fuel and other products
                                                                                                   2 = Good for fuel only

SECTION VI	(18) **AGENCY/ORGANIZATION PROGRAM COORDINATOR SIGNATURE**

_____   _____
*Approving Agency/Organization Program Coordinator's Signature   Date

_____   _____
*Approving Agency/Organization Program Coordinator's Name (printed)   Date

CB009-A 1/2 Final 7/10/03   ***Asterisked fields must be completed prior to submission.**
Numbers in parentheses correspond to numbers on guide sheet on next page.

GUIDE TO

GOVERNMENT MASTERCARD FLEET CARD

VEHICLE SETUP FORM FOR PLASTICS

Form used to add a new vehicle account.

Section I – Instructions

Section II – Reporting Parameters
1. **Reporting Hierarchy:** The five-digit reporting code assigned to each level within the organizational hierarchy that defines the card/Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Manager for your Agency's specific codes.
2. **Processing Unit #:** Five-digit ID code used if card(s) will be shipped to central address(es). Contact your Client Account Manager for your Agency's specific codes.

Section III – Plastic Type
3. **Plastic Type:** Card type selection: 1) Government Standard: GSA-designed standard card. US Government is printed on the card; 2) Quasi-Generic: Plain silver plastic embossed with Government-assigned account number; 3) Generic: Plain silver plastic embossed with NON-Government-assigned account number.

Section IV – Vehicle Information
4. **Agency/Organization Name:** Name of Vehicle's/Cardholder's Agency.
5. **4th Line Embossing:** Agency, Bureau or Operating Administration name (maximum 20 characters including spaces, i.e., GSA). This appears on the card under the location or department name.
6. **Vehicle #:** Enter Agency-assigned six-digit vehicle number as it will appear on the card.
7. **Emboss "Fuel Only" Code:** Indicate **"Y"** or "N" whether "Fuel Only" will be embossed on the card. This will restrict purchase to fuel only.
8. **Business Mailing Street Address:** Address where the card and statements will be mailed.
9. **4-Digit Card Activation Number:** Used for card activation. Cardholder or an Agency/Organization Program Coordinator provides the four-digit number to activate the card.
10. **Verification Information for Billing Recipient:** Identification code requested from the Agency/Organization Program Coordinator when he/she contacts Citibank Customer Service for assistance. This can be a control number, account number, etc.
11. **Master Accounting Code:** Default accounting code (i.e., general ledger code) for this card's transactions.

Section V – Authorization Parameters
12. **Dollar Limit per Cycle $:** Monthly spending limit.
13. **Dollar Limit Per Transaction $:** Dollar limit on a single transaction.
14. **Transaction Limit per Day:** Number of transactions a Cardholder can perform in one day.
15. **Assigned Driver # or Vehicle Table Name:** Enter Agency-specified six-digit Table ID for vehicle.
16. **MCC Restriction Template:** Merchant blocking schemes. For example, Agency/Organization Program Coordinator may want to block certain types of merchants from being accessed by the Cardholder. Contact your Client Account Specialist for your Agency's MCC template names.
17. **Product Restriction Code:** Code that restricts use of certain products/services. Circle one: 1) Good for fuel and other products or 2) Good for fuel only.

Section VI – A/OPC Signature
18. **Approving Agency/Organization Program Coordinator's Signature:** Program Coordinator must sign for approval. The A/OPC must also print his or her name.